

REPORTS INVENTORY

OL/SD/ ☐ SCB-1 STAT

PREPARE IN DUPLICATE

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120052-7

1. TITLE OF REPORT (if a fill-in report include form No.)

Certification of Destruction

2. TYPE OF REPORT ☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA ☒ PERSONNEL ☐ TRAINING
☐ LOGISTICS ☐ SECURITY
☐ MEDICAL ☐ FINANCE
ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED 4
5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly
6. DISTRIBUTION (No. of components not number of copies) 2

7. FORMAT (memorandum, form, computer print-out, etc.) Form
8. ADP PROCESSING ☐ YES ☒ NO IF YES GIVE ADP PROCESSING NO.
9. DIRECTIVE AUTHORITY REQUIRING REPORT
DDS/SSS/RAB
Records Control Schedule #34-56-F

10. PREPARING COMPONENT (include lowest level contributing information to report)
Stock Control Branch
11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
5	3.25		1/4		.81		12		9.72
13	8.06		1/12		.67		12		8.04
(4 hrs)									

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This is feeder report to determine the statistics of destroyed documentation.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT				ESTIMATED SAVINGS	
<input checked="" type="checkbox"/> RETAIN AS IS	<input type="checkbox"/> OTHER (explain)			MAN-HOURS	DOLLARS
<input type="checkbox"/> CHANGE					STAT
<input type="checkbox"/> DISCONTINUE					

16. DATE OF INVENTORY 28 Sept 1970
17. NAME AND TITLE OF PERSON FURNISHING INFORMATION
18. EXTENSION STAT

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